

14 OCT 1983

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Information Services  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training and Education  
Special Support Assistant to the DDA  
Chief, Career Management Staff, DDA  
Chief, Safety Staff, DDA  
Equal Employment Opportunity Officer, DDA  
Management Staff, DDA

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: DCI's Annual Report to Congress

1. As in past years, we have been asked to contribute to the DCI's Annual Report to Congress. Beyond the specific requirements for this report, I consider our submission to be an excellent opportunity to provide senior Agency management with our perceptions of our performance, problems, and resource needs.

2. It is requested that each of you submit your contribution to us by COB 9 December so that we can incorporate these submissions in a directorate-wide response. This year your contribution should cover the following points: accomplishments in rebuilding our capabilities, the status of ongoing capability enhancements, the continued need for long-term funding to achieve orderly and balanced growth, and performance highlights. The reporting period is CY 1983.

3. Forwarded herewith for your guidance is a copy of the directorate report submitted in 1982 and the DCI's memo to NFIB Program Managers.

4. If you have any questions or require additional information, please contact [REDACTED]

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Harry E. Fitzwater

Attachments